Tenure Unit Standard Routing Sheet: Guide/Instructions

"Good to know" items & recommendations for a smoother and faster submission process:

- Save the standard in PDF in an easily accessed location
- Use following naming scheme if you don't have one already: Date-Dept-Standard; for example:
  - 2022-10-01_ACCT_PostTenure
  - 20220915-MCOM-FES
  - 09-01-2022_HIST_TenurePromotion
- **Official SHSU email addresses must be used in all instances** – no aliases

How to process and route for signature & submission:

- ***Open*** the Tenure Unit Standard Routing Sheet (PDF) with Adobe Acrobat DC
- ***Complete*** *Tenure Unit* section fields
- ***Set up*** routing for signatures
  - In *Tools*, select > *Request E-Signatures*
    - Under *Add recipients to e-sign this document*, enter in order:
      - Department chair's official SHSU email address
      - Dean's official SHSU email address
      - For the Provost, use facultyrecords@shsu.edu
    - Message:
      - Change the message header to include the tenure unit and specific standard (Or, use the name of your file!)
      - Update the message text with: Please sign the attached, approved ***<tenure unit> <specific standard>*** for routing through the Dean's office, to the Office of the Provost.
    - Select > *More Options (this opens an expanded page)*
      - Files > *Add Files*
        - Search for and select the appropriate (standards) file; or
        - Drag and drop the file into the *Drag More Files Here* section
      - Leave ***Preview & Add Signature Fields*** checked
      - Next
    - You will see a large red error message banner. **Ignore it**—the next steps will clear it out!
- ***Set up*** signature blocks (one each for department chair, college dean, and provost); for each one:
  - Double-click on the signature box
  - From the *Assigned To* drop down menu, change to the appropriate signer
  - From the *Field Type* dropdown menu, change Digital Signature to Signature
  - Click OK
  - Once all three are complete > Send